

---

Terms of Reference for a consultancy to support the Ethiopian government in AfCFTA negotiations

---

**Project number/  
cost centre:  
20.2208.5-001.00**

<b>0. List of abbreviations .....</b>	<b>2</b>
<b>1. Context.....</b>	<b>3</b>
<b>2. Tasks to be performed by the contractor .....</b>	<b>3</b>
<b>3. Concept.....</b>	<b>4</b>
Technical-methodological concept .....	4
<b>4. Personnel concept .....</b>	<b>5</b>
Expert 1.....	5
<b>5. Costing requirements .....</b>	<b>6</b>
Assignment of personnel .....	6
Workshops, training.....	6
<b>6. Inputs of GIZ or other actors .....</b>	<b>6</b>
<b>7. Requirements on the format of the bid.....</b>	<b>6</b>
<b>8. Option .....</b>	<b>7</b>

**0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work
ToRs	Terms of reference

## 1. Context

Germany through the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) provides support to the African Continental Free Trade Area (AfCFTA) through the GIZ support programme to the AfCFTA.

The project's main objective is that "*frameworks for the implementation of the AfCFTA are strengthened.*" The project covers five thematic areas:

1. Strengthening institutional structures for negotiation and implementation (AU Commission, AfCFTA Secretariat, and selected Member States)
2. Support of negotiations on trade in services
3. Support in implementing trade in goods commitments and pending negotiations
4. Support negotiations on investment, competition and digital trade
5. Sustainability approaches: socially, ecologically and economically sustainable implementation of the AfCFTA

To this end, the project pursues a multi-level approach and addresses existing capacity bottlenecks in the AfCFTA negotiations and the preparations for implementation on three levels: Continental, regional (REC), and national. At the national level, the project cooperates with relevant ministries of selected member states to establish and implement the obligations of the member states resulting from the AfCFTA. Furthermore, the project supports private sector associations, civil society organisations, entrepreneurs and youth representatives in defining their position on the AfCFTA and in contributing it to policy-making processes. At the micro level, awareness-raising and training measures incl. through the SheTrades Chapter developed for the AfCFTA and the project strengthen women entrepreneurs and traders in harnessing the potential of the AfCFTA for themselves. Ethiopia is one of the member states of the African Union in which the project is providing support at the national level in close collaboration with the Ministry of Trade and Industry of Ethiopia.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- Identifying Ethiopian laws and regulations that hinder Ethiopia's ability to fully implement the obligations contained in the AfCFTA Protocol on Trade in Goods (TiG) and Trade in Services (TiS). Analysis for TiS shall build on the overview about relevant laws and regulations in the TiS Regulatory Audit for Ethiopia.
- Conducting an inventory of institutions that are responsible for the implementation of different elements of the TiG and TiS protocols and its Annexes.
- Assessing the enforcement capacity of the regulatory institutions relevant to the implementation of the AfCFTA Protocol on TiG and TiS
- Providing clear, detailed and practical recommendations on how to fill the gaps

- Developing an action plan on how to bridge the gaps and how relevant government agencies contribute to facilitate the efforts. The action plan should assign the responsible government organ for addressing each gap to be addressed.
- Preparing separate study report on gaps in implementation of commitments under TiG and TiS protocols of the AfCFTA taking into consideration the above tasks.

<b>Milestone</b>	<b>Deadline/place/person responsible</b>
Inception report	30 November 2021
First draft of gap assessment report on the implementation of commitments under TiG protocol of the AfCFTA	15 January 2022
First draft gap assessment reports the implementation of commitments under TiS protocol of the AfCFTA	28 February 2022
Separate validation workshop on TiG and TiS.	15 March 2022 & 31 March 2022
Final gap assessment reports on commitments under TiG and TiS ( separately for TiG and TiS)	30 April 2022

Period of assignment: From 15 November 2021 until 30 April 2022.

### 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

#### **Technical-methodological concept**

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.  
The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In derogation from GIZ AVB, the contractor makes contributions to reports to GIZ's commissioning party instead of submitting its own reports.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

#### **4. Personnel concept**

##### **Expert 1**

###### Tasks of the Expert

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

###### Qualifications of the Expert

- Education/training (2.1.1): Master's degree in the area of international trade (international trade law, economics or a related field relevant for the assignment).
- Language (2.1.2): Good business language skills in English and Amharic
- General professional experience (2.1.3): 15 years of professional experience in trade policy analysis and/or formulation.
- Specific professional experience (2.1.4): 10 years in international professional experience of advising African Union member states and international institutions on trade policy (negotiation and implementation), particularly on regional economic integration in Africa
- Regional experience (2.1.6): 5 years of experience in projects in Africa (region), of which 3 years in projects in Ethiopia (country)

- Development Cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- 5 years of academic research and 5 publications in peer-reviewed academic journals on trade and economic policy.
- Prior experience on advising the Government of Ethiopia on trade and economic policies.

## **5. Costing requirements**

### **Assignment of personnel**

Expert 1: 150 expert days in country of assignment

### **Workshops, training**

The contractor implements the following workshops/study trips/training courses:

- Develop and deliver sensitization and awareness workshop for the private sector.
- Organize workshop and facilitate an exchange between the government and private sector.

## **6. Inputs of GIZ or other actors**

GIZ and/or other actors are expected to make the following available:

- Workstation in the Ministry of Trade and Industry
- Workshops logistics

## **7. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.

## **8. Option**

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points:

1. **Type and scope:** *Description of the extended service (e.g. additional survey/additional workshop, if not already defined before the start of the tender and in so far as is known), and if known the assumed maximum additional input required (e.g. additional days, trips)*
2. **Requirements:** *For example, the option becoming effective is subject to the (interim) results of the original commission. /The option can only be exercised subject to the commissioning of the subsequent phase by the GIZ commissioning party/approval from the advising partner etc.*

The option is exercised in the form of an extension to the contract based on the already offered individual rates.